

## **ATTACHMENT – SECRETARY OF STATE**

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**\$12,553,509 – Total Funding for FY 00-01**

Article IV, Section 7 of the Louisiana Constitution of 1974 provides for the powers and duties of the Department of the State. It further names the Secretary of State as its executive head and the chief elections officer of the state. The Secretary of State administers all laws relating to elections, except voter registration and the custody of voting machines. These are under the Department of Elections and Registration.

The following are programs in the department and their functions:

#### **Administrative program (\$3,127,068)**

- Provides for general management of the department – financial and legal
- Prepares official publications – acts of the legislature, rosters of officials, election returns
- Maintains records of public governmental officials, wills registered, and some penal records

#### **Elections program (\$2,345,456)**

- Conducts elections for every public office, proposed constitutional amendments, and local propositions
- Assembles, prints and distributes sample ballots
- Compiles and distributes election results
- Conducts election seminars for parish officials

#### **Archives and Records program (\$2,710,830)**

- Serves as the state's official archival repository for all documents that warrant preservation by the state
- Provides for a records management program for various agencies of state government and political subdivisions of the state
- Provides access to all genealogical vital records

#### **Museums and Other Operations program (\$1,733,687)**

- Develops and supervises La. Old State Capital in Baton Rouge, the La. State Exhibit Museum in Shreveport, the La. Cotton Museum in Lake Providence, the Pentagon Visitors Center Gift Shop, the State Capital Tower Gift Shop, the Old Arsenal Museum, and the E.D. White Historic Site in Thibodaux.

**Commercial program (\$2,636,468)**

- Certifies and/or registers documents relating to incorporations, trademarks, partnerships, and foreign corporations doing business in Louisiana
- Manages the process of the Uniform Commercial Code filings with the clerk of court
- Provides services through the First Stop Shop for business information
- Provides direct computer access for corporate filings
- Acts as agent for service of process on certain foreign corporations and all foreign insurance companies involved in lawsuits stemming from automobile accidents
- Processes the registration of certain tax-secured bonds